



Counselor Verification Form for Credit Recovery

Dear Counselors: Please complete the form below to ensure that your student understands the course(s) he or she needs to recover a specific credit(s). The maximum number of classes in which a student can enroll during the 22 week session is 2 (.5 credit each).

Student Name _____

Student Number (Jeffco students only) _____

Parent Name _____ Parent Phone _____

Course Request(s) (Core classes only)

1. _____
(Semester A or B)

2. _____
(Semester A or B)

Counselor Signature _____ Date _____

Additional Information:

- The 22 week credit recovery class is self-paced – students can work to complete the course before the 22 week period ends
- The student must have his or her own computer and internet connection
- The student must demonstrate consistent progress
- The student must maintain consistent communication with the staff and notify the teacher or staff members of any instructional, technical or learning issues.
- The cost of each class is \$150; students who qualify for financial assistance pay \$100; full payment must be made one week prior to the first day of the session.
- If the student drops the course before the 15th day of the session, a \$50 penalty fee is assessed and \$100 is returned to the student. After the 15th day of the session, all \$150 is forfeited. A grade of F will appear on the transcript, if a student drops the class after the 15 days.